

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WB01-15

Date: October 5, 2001

Expiration Date: 12/30/02

69:126:cg:4792

TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING
SEPTEMBER 30, 2001

The purpose of this information bulletin is to provide Welfare-to-Work (WtW) financial reporting instructions for the quarterly WtW Summary of Expenditures reports for all WtW funds.

Beginning with the June 2001 report period, the Enter Summary of Expenditures (ESER) offered a revised report format to reflect reporting changes derived from the Department of Labor (DOL) 1999 WtW Amendments. The Workforce Investment Division (WID) Directive WD99-10, *Quarterly Expenditure Reporting Requirements*, which outlines reporting procedures and provides line-item instructions for the WtW Summary of Expenditures report is being revised and will be available for the September 2001 report period.

Questions with regard to reporting issues should be directed to your Program Manager. A list of the WtW 15 Percent Special Project Grant Program Managers can be obtained at <http://www.edd.ca.gov/wtowcnt15.htm>. A list of WtW 85 Percent Formula Grants is also available at <http://www.edd.ca.gov/wtowloc.htm>.

All WtW 15 percent subgrantees with access to the Job Training Automation (JTA) system are required to transmit financial information in electronic format (direct transmission). Direct transmission for required reports is due no later than close of business October 20, 2001.

All WtW 15 percent subgrantees not linked to the JTA expenditure report screens are required to submit faxed copies of the WtW Summary of Expenditures report. Copies of these forms are contained as an attachment to this bulletin. Faxed reports are to be directed to:

Martha Overman
WtW Financial Management Analyst
Financial Management Unit
FAX Number: (916) 654-9586

All WtW reports for the period ending September 30, 2001, are due to the WID no later than October 20, 2001, and must be submitted in accordance with the attached line-item instructions. The WtW Summary of Expenditures reports must reflect cumulative data and must be submitted for each subgrant in which WtW funds were provided.

Expenditures must be reported by year of allocation (YOA) and grant code (i.e., 800 and 801, etc.) on separate WtW Summary of Expenditures reports. To assist subgrantees with the reporting process, a list is provided below which identifies the YOA and grant code for the federal fiscal year in which funds were released by DOL. Since the 1998/1999 federal fiscal year funds were released on July 16, 1999, and because July 16, 1999, was in the 1999/2000 State fiscal year, YOA 99 is to be used for local reporting purposes. The chart below identifies the information that must be entered on the Enter Summary of Expenditures (ESER) screen of the JTA system.

YOA	Grant Code(s)
97	800, 805, 806
99	801, 807, 808

If you have any questions regarding this bulletin, please contact Martha Overman at (916) 657-2744, David Simpson at (916) 654-9819 or Grey S. Rider III at (916) 654-7508.

/S/ JIM CURTIS
Chief

Attachment is available on the Internet:

[Revised WtW Summary of Expenditures Form and Line-Item Instructions](#) (DOC) (107k)